

Position No.
Grade: FSN – 7 or FP- 7

Position Name: NCC Transition Coordinator

13. BASIC FUNCTION OF POSITION

The incumbent plans the move of the Consulate operation to the New Consulate Compound (NCC) and serves as the primary point of contact for the community on transition- related matters. The incumbent will report to the Management Officer (MO). The incumbent has no formal supervisory responsibilities, but will run meetings, chair selected working groups, and at times direct efforts of Consulate American and LES employees. This is a temporary position which will terminate within 30 days after completion of the move into the NCC, currently projected to take place late 2012.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

Move Planning

40%

- Plans and coordinates movement of property, including documents and expendable and non-expendable property from existing Consulate offices to the NCC, in both classified and unclassified areas. Develops a comprehensive move plan for all Department of State offices and US government agencies involved in the move. Performs survey, with the assistance of GSO, to determine the volume and type of items that will be moved from each office to the NCC, and using available floor plans, maps the placement of those items in the NCC. Creates a plan for the moving and cataloging of all art in the Consulate, including framing and restoration as needed.
- Coordinates meetings of transition teams and working-groups (each of which represents a Department of State office or other US government agency), including scheduling, preparing agendas and keeping minutes. Maintains a complete and up-to-date record of taskings for the move project including updating the status of tasks assigned to various Consulate offices, staff members and transition working-groups. Sets up and maintains a filing system for transition-related documents.
- Creates and updates move calendars, task lists and timetables, for all aspects of the transition to the NCC. Keeps personnel informed of upcoming deadlines and ensures milestones are reached in a timely fashion.

Transition Planning and Communication

30%

- Serves as the primary point-of-contact for the Consulate community on transition-related matters. Plans and implements an outreach program to all Consulate employees and American family members. Brief all personnel as appropriate and as directed by the MO. Keeps the NCC Transition SharePoint site up-to-date, creates a regular electronic newsletter that is posted on the site, drafts notices, and plans and leads regular NCC Transition meetings open to all staff. Facilitates the flow of information between all staff and the Executive Office to ensure concerns are addressed.
- Keeps the MO informed of all transition activities. Briefs Mission personnel at the Consulate, in the Embassy or at the OBO project site as directed by the MO. Acts as

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liaison between the OBO project team and the Consulate to answer questions and solve problems relating to the move and the NCC.

Administrative Duties

30%

- Performs complex administrative support and technical program assistance for all transition-related activities. Works with the GSO Specialist to ensure all tasks associated with the municipality are complete in a timely fashion. Uses all available resources including OBO materials, the M/PRI Move Handbook, “Lessons Learned” material from other Missions, and other information available on Opennet to make the move process efficient and smooth.
- Monitors the transition budget, tracking obligations for purchase of NCC-specific equipment needs and the status of un-obligated funds. Tracks the transition procurement plan, making sure that all items identified as necessary are ordered and received.
- Coordinates with the GSO the use of warehouse space, to maximize efficiency during the transition period. Assesses total space available versus potential requirements from users. Carries out other transition-related tasks as directed by the MO. Creates disposal plans with the GSO assistant, including timely document destruction, assessing which items will be sold
- Coordinates the selection a new cafeteria concession with assistance of GSO.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** One year of college study is required.
- b. **Prior Work Experience:** At least two years prior experience in a professional office or project management environment.
- c. **Post Entry Training:** GSO to provide on the job training and briefings.
- d. **Language Proficiency:** Level IV (fluent) written/spoken English and Level II written/spoken Spanish is required.
- e. **Job Knowledge:** Must be able to exercise good judgment and have good organizational skills.
- f. **Skills, and Abilities:** Must be able to use industry—standard PC word-processing, e-mail, Excel or similar spreadsheet programs. Must have excellent oral and written communication skills and the ability to effectively manage projects and plan and run meetings. Must be highly motivated and self-directed. Must be able to carry out assigned projects with minimal day-to-day supervision.
- g. **Clearance:** Secret Clearance.

16. POSITION ELEMENTS

- a. **Supervision Received:** Direct supervision from the MO
- b. **Supervision Exercised:** None
- c. **Available Guidelines:** Intranet sites, OBO Move Handbook, DoS regulations such as FAM and FAH.

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- d. **Exercise of Judgment:** Incumbent will participate in decision-making on policies and procedures affecting the move to the New Consulate Compound (NCC) and its continuing operations.
- e. **Authority to Make Commitments:** Incumbent will not have authority to commit USG funds.
- f. **Nature, Level, and Purpose of Contacts:** Will work with the American personnel and LES assigned by Consulate American heads of offices and agencies on a daily basis, as well as with OBO employees. Will have contact with all Consulate staff and American family members to provide information as needed and appropriate. Will have contact with local vendors and contractors to schedule and execute move plans.
- g. **Time Expected to Reach Full Performance Level:** Three months.